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For Release 2001/07/28 : CIA-RDP78-03921A000100010053-8

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 1-69

13 January 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (4-69)

DATES

23-28 February 1969 (Sunday afternoon
Friday afternoon)

LOCATION

25X1A6a

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. Developed under contract by [REDACTED], Inc., this course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept at a minimum.

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PRECOURSE
WORK

Approximately 20 hours. Material to be sent out on or about Tuesday, 4 February 1969.

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GROUP 1
Excluded from automatic
downgrading and declassification

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REGISTRATION Limited to 45.

Closes Friday, 31 January 1969. No substitutions to be made after that date because of extensive precourse work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office 26X1A

ADDITIONAL INFORMATION On course content, call extension [REDACTED]
On registration, extension [REDACTED] 26X1A

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